

Frequently Asked Questions

Registration and Electronic Signature Questions

1. Do I have to be registered to download an application package?

An applicant can search for, and download an application package without having to go through the Grants.gov registration. However, to submit electronic applications through Grants.gov, applicants will need to complete the registration process. Registration allows an applicant to submit an application for any federal grant electronic application posted on Grants.gov.

2. How do I register to submit an application through Grants.gov?

Registration information can be found on the Grants.gov website at <http://www.grants.gov/GetStarted>. The page also offers access to checklists to help applicants complete the registration process. The Grants.gov helpdesk can also help an applicant through the registration process.

3. How do I know if I am registered to apply for my organization?

You can check this yourself by logging into the applicant section of Grants.gov using your user ID and password and clicking on the Manage Applicant Profile link at <https://apply.grants.gov/ApplicantLoginGetID>. Directly below your title will be a statement on your AOR status.

You can also check with your organization to see who the E-Business Point of Contact (E-Biz POC) has authorized to submit applications on behalf of the organization. If you are not authorized, you should request authorization. If approved, the E-Biz POC will update the registration on Grants.gov. Your E-Biz POC can call the Grants.gov help desk if they have questions on how to update the information or add an Authorized Organizational Representative to the registration of your organization.

If you are unable to log-in or if you find out that you are not fully authorized, call the Grants.gov helpdesk at 800-518-4726. They will check to see if you are registered with Grants.gov for electronic signature submission and answer any questions you may have about the registration process.

4. If we are one large national organization that applies through multiple regions, can we register as one entry or does each regional office need to apply?

The registration process allows for use of the DUNS + 4 as part of the registration process. The use of the DUNS + 4 allows large organizations to register as a single parent organization but also register sub-units or organizations. Each sub-organization would use the main 9-digit Data Universal Numbering System (DUNS) number plus 4 additional unique DUNS numbers. Please contact Grants.gov Support for further information on registering multiple organizations

under a single entity. Grants.gov Support can be reached by calling 800-518-GRANTS or emailing Support@Grants.Gov. The Support Desk is open between the hours of 7:00 AM and 9:00 PM Eastern Time, Monday to Friday, except Federal holidays.

5. Do I need a DUNS number to submit an application for funding?

Yes. A Data Universal Numbering System (DUNS) number is required to apply for federal funding regardless if the application is submitted in paper or electronic format. The applicant DUNS number must be entered in the data entry field labeled “Organizational DUNS” on the Standard Form 424. This is a mandatory field that must be completed on the electronic application submission for it to be successfully received by Grants.gov. This requirement was established in FY 2004 and is also stated in the General Section of the SuperNOFA.

6. How do I get a DUNS number?

Information on how to get a DUNS number can be found at <http://www.grants.gov/RequestaDUNS>.

7. Will Grants.gov have a copy of my M-PIN?

No. You will need to contact the Central Contractor Registry (CCR) to obtain that information or you will need to talk to the person responsible for the maintenance of your organization’s CCR profile to obtain that information. The CCR help desk number is 888-227-2423.

8. The electronically attached HUD forms will not have signatures. What will be the purpose of my getting them signed?

All HUD forms attached to your electronic submission which require signatures (such as third party leveraging letters, certifications, etc.), can be signed by the appropriate party, scanned, and then attached to the Grants.gov electronic application or faxed using the Facsimile Transmittal form.

The Standard Form 424 cover page, which requires a signature from an Authorized Organizational Representative (AOR), is signed electronically by the organization’s AOR as a result of the Grants.gov registration process. The registration process allows for an authenticated electronic signature. Persons that have been duly authorized by the E-Business Point of Contact may submit an electronic application on behalf of the applicant. When the application comes to Grants.gov, they will electronically search and note if the person fits the authorized profile set up and can sign the application. The application will be matched to the information provided to the credential provider and the application will be electronically signed and accepted by Grants.gov. Full instructions for the registration process and checklists can be found at <http://www.grants.gov/GetStarted>.

9. As I am a consultant submitting these applications for the sponsor organizations, I am not sure how to fill in some of the information and not sure who should be the submitter of the application.

The forms should be completed the same if you were submitting a paper copy. Whomever the E-Business Point of Contact (E-Biz POC) has named as the Authorized Organizational Representative (AOR) should be the one to submit the application. Contact the sponsor to find out who is the E-Biz POC and who is registered as the AOR for the organization. An E-Biz POC can authorize more than one person within an organization to act as an AOR.

10. My Executive Director left; can I still use my registration?

You can still use your registration. The Executive Director leaving will not affect your registration. Yet, keep in mind the new Executive Director may change who is authorized to bind an organization to an application. This change is done by whoever is assigned as your organization's E-Business Point of Contact.

Accessing Information and Application Packages on Grants.gov

1. Are there specific computer requirements to access an application?

You will need to download and install the PureEdge Viewer. This small, free program will allow you to access, complete, and submit applications electronically.

System Requirements

For PureEdge Viewer to function properly, your computer must meet the following requirements:

- Windows 98, ME, NT 4.0, 2000, XP
- 500 Mhz processor
- 128 MB of RAM
- 40 MB disk space
- Web browser; Internet Explorer 5.01 or higher, Netscape Communication 4.5-4.8, Netscape 6.1, 6.2 or 7

If you do not have a Windows operating system, you will need to use a Windows Emulation program.

MAC Users: For additional information, go to the Grants.gov website at www.grants.gov and review PureEdge Support for MacIntosh white paper.

If you are on a network, you may need your network administrator to download the PureEdge Viewer and install it on your hard drive or network system.

2. I tried to find the Community Development Technical Assistance Programs on Grants.gov and when I search I only come up with some of the programs. How to I get the electronic applications?

Go to the Grants.gov site at www.Grants.gov. On the home page of Grants.gov, go to Download Application Package on the right side of the page, and click. It will bring you to the download application page in which you should insert the Catalog of Federal Domestic Assistance (CFDA) number for each program, inserting a single CFDA number. For downloading each Technical Assistance program application, repeat this step until you have found all the packages. For example:

Using CFDA number 14.239, you will find the HOME and HOME CHDO TA programs.

Using the CFDA number 14.235, you will find Homeless TA and the Homeless Addicted to Alcohol programs.

Using CFDA number 14.241, you will find you will find HOPWA and HOPWA TA programs.

Using CFDA number 14.218, you will find you will find CDBG TA program.

Using CFDA number 14.243, you will find Youthbuild and Youthbuild TA

When you find the applications available under each CFDA number, click on the application instructions and download the application instructions for the program that you are interested in seeking funding. The instructions include copies of the General Section and Program Sections of the NOFA, plus additional forms that are required to be submitted as part of the application that are not incorporated into the application package for download from www.Grants.gov.

When you have completed the Instruction Download, click on the Application Package and download the application. Be sure to install the free PureEdge Viewer. The link to the PureEdge viewer can be found on the page where you download the application. Just click on the red “Click Here” to obtain the PureEdge Viewer. If you are on a network, you may have to have the network administrator install the PureEdge viewer on your system.

Applicants having access problems can call the Grants.gov support desk at 800-518-GRANTS who will help you access the information and walk you through the download process.

3. I tried to find the NOFA on the date it was published in the Federal Register. I could not find it on the Federal Register site, HUD’s site or the Grants.gov site.

This may be due to the fact that HUD is awaiting the Federal Register files to upload them to the Grants.gov site. When large documents such as the

SuperNOFA are published, it takes several hours or days to get all the files by program on the Federal Register site. HUD uses these files and zips them together, along with any additional forms required as part of the application, and then uploads each Instruction and Application package to Grants.gov. Callers should be patient as the information for all the NOFAs is expected to be available within 24 to 48 hours. HUD posted all SuperNOFA information within 24 hours.

4. What if I can't access the information?

If you are having trouble locating the application on Grants.gov or downloading the instructions and application packages, call the Grants.gov Support Desk. They can assist you in locating and downloading the needed materials. If you do not have Internet access you can contact HUD's NOFA Information Center at 800-HUD-8929 or for persons with a hearing impairment, the TTY number is 800-HUD-2209.

5. Will I be notified when the information is available?

When HUD posts the application to Grants.gov Find, an email notification will be sent to those that have signed up for the Grants.gov notification service. You can sign up of the notification service at: <http://www.grants.gov/Find#receive>.

When you download an application package you will see a place to provide an email address if you want to receive any notifications to changes for that application package or instructions. HUD recommends that applicants provide their email address to be notified of any future changes. If you do not see this email notification when you download an application, call the Grants.gov help desk at 800-518-GRANTS or send an email to Support@Grants.gov, and they will help you find the location to provide this information.

6. What should I do if I can't open the instructions?

If you are having difficulty opening the instructions, you may not have the WinZip application on your system. HUD's Funds Available website has Zip File Assistance link. The information can be found at <http://www.hud.gov/offices/adm/grants/zipassist.cfm>

7. What is the difference between reposting and technical correction of an opportunity?

HUD will repost an opportunity when HUD made a posting error to the Grants.gov site. With a reposted application, the requirements in the NOFA have not changed. HUD reposted applications when an incomplete copy of the Federal Register was included in the instructions to be downloaded. HUD also reposts when a wrong form was posted with the instructions.

When an opportunity is posted as a technical correction, it is because HUD is changing the requirements in the application and the published NOFA. Sometimes the technical correction will affect selection factors or are of such a nature that HUD will allow the applicant more time to submit the application,

causing a change in the application submission date. Some technical corrections merely correct references to other sections in the NOFA, but the substance or requirement has not changed. These corrections notify the applicant to changes in the NOFA instructions and therefore are posted as technical corrections with or without a submission date change. Each technical correction will be labeled with a number related to the Federal Register Notice (e.g., for this year's SuperNOFA any Technical Correction will be labeled FR-4950-N-C-01, FR-N-4950-N-C-02).

Completing and Submitting the Application

1. What type of application system is Grants.gov? Are applications being typed on line?

Grants.gov is web-enabled, not web-based. Applicants download the application package and save it to their own computer. Applicants complete the application off-line in their own time. Once the application package is complete, the applicant should upload the completed application back to Grants.gov.

2. Will work be saved automatically?

The information entered into the various PureEdge forms will automatically be saved, but you need to use the grey "Save" button to save your entire package. At the top of each form is a "Close Form" button. Once you have the completed the form, close the form and your information is automatically saved. You need to save your work by selecting the "Save" button located on the cover sheet of the application package.

3. Will an applicant be able to return to previously answered sections?

Yes, an applicant will be able to access the form he/she has previously inputted information into and make changes where necessary, prior to submission to Grants.gov. Once the application is submitted, prior to the due date, any changes would have to be provided through a new submission. You will be able to reuse the application package that you had previously submitted and make the changes within that document. Simply resubmit that application package once you have made your changes and save the package to your hard drive. If only one application is allowable under a program, HUD will use the last one submitted as the submission to review and evaluate, and disregard the earlier submission. HUD will only take entire resubmissions. HUD will not piece together parts of electronic applications, except for the portions of the application that were submitted via the facsimile solution described in the General Section and Program Sections of the NOFA. HUD will not accept entire applications faxed to us.

4. Will an applicant be able to print out the full document and then go back and make corrections?

Yes, the application package has a "Print" button, which allows one to print the application; it will not print one page but the entire application.

5. Will I have access to my work in the future?

You will have access to the application you saved on your hard drive. It is important that you print a copy of the submitted application for your own records.

6. How do you submit letters and other attachments?

Word documents (.doc), form fillable and savable PDF files (.pdf), text files (.txt), Excel spreadsheet files (.xls), and scanned documents can be saved, zipped to a zip file, attached to your application, and sent to Grants.gov as part of your application submission using the attachments form which is part of the electronic application.

Documents that you do not originate such as hard copy documents, proof of 501 C 3 status, third party letters and certifications with signatures can be scanned, and an electronic file created which can be attached to the application or applicants without scanners can fax them to HUD using the Facsimile Transmittal form HUD-96011.

Applicants using the fax method should:

- a. Download the application package from Grants.gov
- b. Complete the Standard Form 424 first. By completing the Standard Form 424 first, the applicant information data fields will populate to the Facsimile Transmittal form.
- c. Print out the Facsimile Transmittal form with the applicant information and provide it to the person(s) who have to submit the required documentation by fax.
- d. Each application downloaded from Grants.gov contains a unique embedded ID number. Therefore, applicants using the Facsimile Transmittal form HUD-96011 should make sure that the same form is used for every fax supporting a particular application package.
- e. If the applicant is applying to multiple programs, or submitting more than one application for a program, a separate application must be downloaded from Grants.gov and completed for each application submission. The Facsimile Transmittal form HUD-96011 used to submit faxes for an application should be retained as unique form for each application package submission. Be sure not to confuse or mix the facsimile transmittal cover with other application packages.

This information is contained in the General Section of the NOFA, which is also in the instructions to be downloaded from Grants.Gov along with the application.

7. What is the HUD fax number?

The HUD facsimile number is 800-HUD-1010. This information is contained in the General Section of the NOFA, which is also in the instructions to be downloaded from Grants.gov along with the application.

8. Will an applicant be required to purchase a scanning machine?

Applicants are not required to purchase scanners. However, they may find that using a scanner is a more efficient method of producing files that can be attached and submitted with their application submission to Grants.gov.

For applicants without access to scanners, HUD has provided a fax solution using the Facsimile Transmittal form HUD-96011 and the HUD fax number 800-HUD-1010. All faxes in support of an application must be sent to the fax number. HUD will not accept entire applications submitted by facsimile. Instructions for submitting information by facsimile are contained in the General Section of the NOFA, which can be downloaded from Grants.gov along with the application.

9. Will there be a need to forward any other documents once an application is submitted on line?

Applicants need to download the instructions along with the application package from Grants.gov, to make sure that they have all the forms and information included in their application submission, as required by the NOFA. Applicants are reminded that not all forms are found in the electronic application.

Once the electronic application is completed and completed forms found in the instructions are attached to the electronic applications, applicants will have to ensure that other documents that are to be sent using the Facsimile solution described in the General Section are transmitted. Please carefully read the instructions; failure to follow the Facsimile Transmittal instructions may result in HUD not being able to associate your facsimile information with the electronic application submitted through Grants.gov. Facsimile submissions must be received by the application submission data and time.

10. What if I submit an application and I want to add something to my application?

You need to resubmit the entire application. Reuse the application that you have saved to your hard drive or network drive, add the information, and resubmit the application. If the Program Section of the NOFA only allows a single application per applicant to be submitted, HUD will utilize the last application received to use for review and evaluation purposes, as long as it meet the submission deadline requirements. If the program NOFA calls for funding on a first come-first serve basis, the last application submittal will be the basis for determining the date and time of the application submission. These rules apply to both paper application submissions as well as the electronic application submissions. The rules for timely submission in the General Section and Program Sections determine if the application has met the filing deadline.

11. What happens if I submit my application before the filing deadline but it does not arrive at Grants.gov until after the filing deadline?

Grants.gov must receive applications by the deadline date and time. Applicants are advised in the General Section of the NOFA to submit their application when

the Grants.gov help desk is open. This should provide sufficient time for your application to be successfully received by Grants.gov prior to the deadline. Remember, it takes time for a package to be uploaded, so please be patient. A dial up line will take much longer to upload than a broadband connection. Once the package is successfully submitted to Grants.gov, you will receive a confirmation page with a tracking number. Print and save the confirmation and tracking number for your records. If there are errors in the application or the transmission was not successful, you will receive an error message. Please follow the instructions provided so that you can resolve any issues prior to the submission deadline. The most common reasons for an application to be rejected by Grants.gov are: not being fully registered; not using the correct DUNS number that is registered with your username and password; and not entering the correct username and password. Mandatory fields are highlighted in yellow on the Grants.gov application pages and are marked with an asterisk (*).

12. If I have to submit a copy of my application to a field office and headquarters office, do I have to submit two applications?

No. With Grants.gov, you no longer have to submit multiple copies of a single application. The electronic file when received from Grants.gov will be disseminated by HUD to the appropriate offices. Multiple copies are required for paper application submissions. Paper copy applications are accepted from applicants that have requested and received a waiver to the electronic application requirement. See the General Section instructions regarding waiver requests.

13. The instructions contain PDF fillable forms. These PDF are not allowing me to save the document. What should I do?

If you are unable to save the information you have inputted, you may pull from HUD's website the Word or Excel version of the form, which is available on HUD's website at <http://www.hud.gov/offices/adm/grants/nofa05/snofaforms.cfm> or you can print the completed PDF version of the form and submit it using the Facsimile Transmittal form HUD-96011, downloaded with the electronic application and submit it to HUD following the instructions in the General Section of the NOFA.

14. Your Facsimile Transmittal form does not provide a place for the client to identify the project name. The applicant or third party consultants, who may have many projects, could inadvertently put the fax transmittal sheet on the wrong project. Since we don't use block 2 "program component", could the project name be inserted there?

You can identify your projects in block 2 or you can handwrite it on the fax. Consultants submitting several applications must be careful not to mix fax covers with the wrong application. HUD is using the embedded ID on the form HUD-96011 that is downloaded with each application to match faxes to the proper application. This is an electronic matching so please instruct persons submitting the facsimile to HUD to use the proper transmittal cover page that was

downloaded to a particular project application. HUD will not be able to match the facsimile to the application if the cover pages are mixed up.

15. If I am not given a waiver, and I have to purchase software, will the grant reimburse me for cost?

No, HUD will not reimburse you for software purchases to apply for any of its funding opportunities.

16. When is the application submission date?

The submission date is listed on the Grants.gov Find summary as well as in the General Section and Program Section of the NOFA.

17. Am I required to use Grants.gov to submit my application?

HUD NOFAs require application submission via Grants.gov when the application is placed on Grants.gov/Apply. For FY 2005, all funding opportunities except the Continuum of Care are required to be submitted electronically via Grants.gov, unless the applicant has submitted a request in writing for a waiver of the mandatory submission requirement. The General Section provides instructions for waiver requests.

18. What am I required to submit with my application?

A checklist is provided in each Program Section of the NOFA to ensure you submit all the required elements of the application. The General Section and Program Section for each funding opportunity placed on Grants.gov/Apply is found in the Instruction Download. Applicants must find the funding opportunity, and download the instructions and application package from the Grants.gov website to know what to submit for a complete application and how to submit the information.

If an applicant has further program specific questions they should call the program contact in the Program Section of the SuperNOFA. For questions of a general nature applicants can call the NOFA Information Center at 800-HUD-8929, or 800-HUD-2209 (TTY).

19. Am I an eligible applicant or am I eligible for ____ program?

Eligible applicants for each NOFA are posted in the Program Sections. HUD's information booklet entitled "Connecting With Communities: A User's Guide to HUD Programs and the 2005 SuperNOFA Process" identifies HUD's programs and the general purpose of each. In addition, a listing of eligible applicant types by program is available for the SuperNOFA programs. The Guide can be found on HUD's website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm>. Applicants may obtain copies of the Guide from the NOFA Information Center by calling the Center at 800-HUD-8929, or 800-HUD-2209 (TTY). The Information Center can also tell you by type of applicant what HUD programs you may be eligible to apply for.

20. We do not have access to .zip files on our computers. How do I obtain the software?

For more information on .zip (compressed) files, Microsoft Windows users may review the following article, which contains a number of .zip utilities about halfway through:

<http://office.microsoft.com/en-us/assistance/HA011276901033.aspx>

MAC OS users may view this article, in which .zip utilities are at the very bottom:

<http://docs.info.apple.com/article.html?artnum=24464>

Alternatively, you can do a web search using the term "free .zip utility," which will result in a number of options. There are many brands of file compression software that will zip and unzip files. HUD does not endorse any particular brand of software.

21. How do I submit more than one Standard Form 424? The application package only contains one Standard Form 424; in the paper submission I was able to supply multiple 424s.

Applicants who have to submit information for co-sponsors should obtain the additional Standard Form 424 and program specific forms from HUD's website at <http://www.hud.gov/offices/adm/grants/nofa05/snofaforms.cfm>, and have each co-sponsor complete the forms and sign as appropriate. The completed forms can be scanned by the applicant and submitted with the Grants.gov application electronically. For applicants who do not have Microsoft Word or Excel, they may use HUD's form fillable PDF files. If for some reason these forms do not work as savable files on your computer, applicants can print the forms out and send them via the facsimile solution described in the General Section of the NOFA using form HUD-96011 as the cover page to the facsimile transmitted to HUD.

22. The Standard Form 424, mandatory form, requires you to input a Federal Identifier when you check the box "Continuation" or "Revision". Where does one find this number?

The need for information on the Federal Identifier number is triggered when an applicant checks that the application is a revision or renewal grant. In cases where the applicant has a current grant agreement with HUD, and in keeping with the NOFA requirements, if you are applying for another round of funding to continue the exiting award or in accordance with the NOFA, you are considered a renewal applicant. You should then check the appropriate box on the Standard Form 424 cover page and insert the existing Grant Agreement number in the Federal Identifier box on the Standard Form 424.

23. I have a large number of attachments that are large documents. How do I submit these as part of my electronic application submission?

The March 30, 2005 webcast stated that if an applicant has a large volume of materials that need to be faxed, the materials could be scanned and submitted as

attached files to the application submission via Grants.gov, or use the Facsimile Transmittal form HUD-96011 and fax the materials into HUD to the number provided in the General Section. For large document faxes, HUD recommends breaking these up into reasonable size batches and using the facsimile number provided in the General Section, and fax the information to HUD.

For example, if an applicant had 100 pages of documentation to fax, he/she would have to divide the fax and identify on the Facsimile Transmittal the type of document and put the number of pages belonging to the fax (i.e., Supporting Documents for Phase 1 pages 1-40, next Supporting Documents Phase 1 continued pages 41-61).

24. How will we know if all the faxes were received and compiled appropriately?

A message confirmation would be received from the sender's fax machine, **which would give information on the date, start-received times, distant station ID, mode, pages and result.** That confirmation should be kept as proof documentation was sent and received.

25. It seems the sender has to complete the Facsimile Transmittal form HUD-96011 electronically before it will print. That would be OK if I am sending all the faxes, but I was told the faxes should come from the originator of the letter, certification, etc. What do I do?

The electronic Facsimile Transmittal form HUD-96011 pre-populates from the Standard Form 424. That is why applicants must complete the Standard Form 424 information prior to printing out the form and handing it to others to transmit their documents. When the applicant prints the fax, the top portion of the form is complete, which identifies the applicant information completed on the Standard Form 424, DUNS #, CFDA #, and Title of Program. Applicants applying for multiple projects under a single program can write the project name in the Program Component line. If the applicant does not collect supporting documentation (letter, certification, etc.), a copy of the printed fax form must be supplied to those organizations providing supporting documentation. If there are several organizations submitting documentation, copies of the printed facsimile transmittal form must be given to each – with the same embedded code at the top of the form.

26. AOL has a size limit for attachments and I don't know how large the files will be – how will that be accommodated?

Call the Grants.gov Support Desk for assistance. They have been working with issues such as these and can provide helpful tips on how to structure the application to permit it to be sent. Grants.gov Support can be reached by calling 800-518-GRANTS or by emailing to Support@Grants.gov. The hours of operation are 7:00 AM to 9:00 PM Eastern Time, Monday to Friday, except Federal holidays.

27. I received an email message from Grants.gov indicating my application has been accepted. Does that mean the agency has accepted the application as well?

No, it means your application was successfully received into the Grants.gov portal. When HUD pulls the application from Grants.gov to its site, you will receive a notice from Grants.gov that the application has been received by the agency.

28. There is a section for mandatory and optional attachments – where does the HUD form go?

The forms from the instructions can be attached to the attachment forms in either the “Attachments” form in the Mandatory box or the “Other Attachments Form” in the Optional box.

29. The PDF version of the Logic Model form HUD-96011 does not expand when I type in the information. What do I do?

HUD issued a clarification Notice to address this question. The Notice was published in the Federal Register on May 11, 2005 and provides the applicant the following choices:

Applicants who are finding the form fillable, savable version of the form HUD-96010 (Logic Model) difficult to use, can follow any one of the following options:

- a. Complete the form HUD-96010 (Logic Model) Microsoft Word or Excel version of the form found on HUD’s website at <http://www.hud.gov/offices/adm/grants/nofa05/snofaforms.cfm>, save it following the directions in the General Section for WordTM formatted files and then attach the completed form to your Grants.gov application submission using the attachment form in the application package;
- b. Applicants who do not use Microsoft Word or Excel software, can create their own equivalent form and then use form HUD-96011 Facsimile Transmittal, and following the instructions in the General Section of the SuperNOFA published on March 21, 2005, fax the completed Logic Model information to the HUD number provided in the General Section;
- c. Applicants can continue to use the form fillable, savable form found in the application package.

The clarification is available on HUD’s website at <http://www.hud.gov/offices/adm/grants/fundsavail.cfm> and was added to the Grants.gov site as an application instructions clarification.

Applicants are reminded that the form HUD-96010 (Logic Model) completed with their application must be an Executive Summary of the activities, outputs and outcomes in their application, not a long narrative or a repetition of the

narratives provided elsewhere in your application. The training on the Logic Model stressed the need to provide the key elements of your proposed program in the Logic Model form. The training can be accessed from HUD's website at <http://www.hud.gov/webcasts/archives/supernofa05.cfm>.

Applicants having difficulty saving other HUD PDF form fillable forms can follow these guidelines as well.

Other Information

1. What are the HUD NOFA Clearinghouse telephone number and the hours of operation?

The NOFA Information Center number is 800-HUD-8929 or 800-HUD-2209 (TTY). The hours of operation are 10:00 AM to 6:30 PM Eastern time, Monday to Friday, except Federal holidays.

2. How can I contact the Grants.gov help desk?

The Grants.gov help desk can be contacted by calling 800-518-GRANTS. Their hours of operation are 7:00 AM to 9:00 PM Eastern time, Monday to Friday, except Federal holidays. The help desk can also be contacted by emailing questions to Support@Grants.gov.